



A Guide to Accessing Sutra for Summit 2020 Attendees

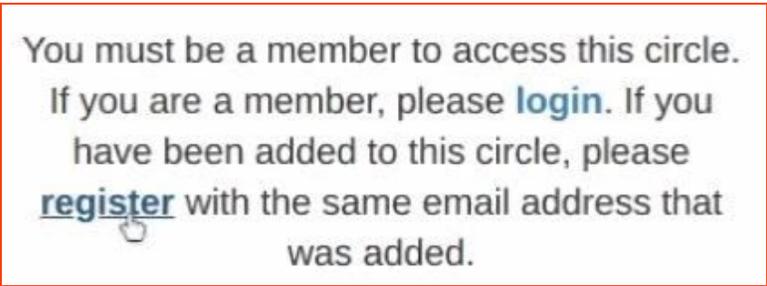
If you are new to the Sutra environment and using Sutra in a desktop web browser, the following suggestions will help you get oriented. **Please note that Sutra works best in Google Chrome.**

Downloading the mobile app

If you're on a mobile device, downloading the mobile app will give you a better experience. You can find the Sutra app in the Apple App Store and Google Play Store by searching for "Sutra Spaces".

Getting Started with Sutra

When you click the link from your email directing you to Sutra for the first time, you will be taken to a page with the following message:

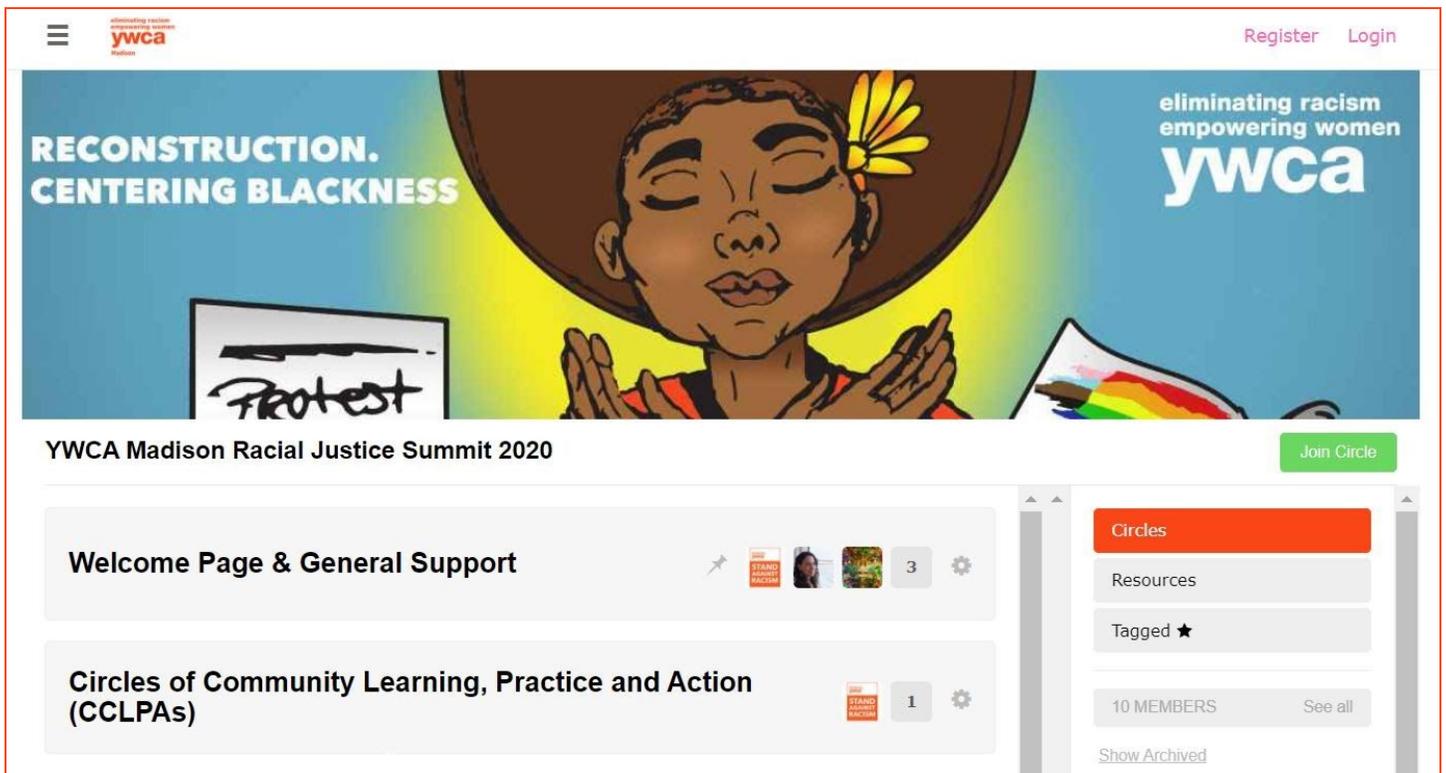


If this is your first time in Sutra, **click “register.”**

You will then be directed to Sign Up for an Account. Please fill out the fields and click “Sign up.”

A screenshot of a "Sign up for your account" form. The form has a grey header with the text "Sign up for your account". Below the header are several input fields: "First name", "Last name", "Username", "Email", and "Password (must be at least 8 characters)". Below the password field is a "Select profile photo" section with a "Choose File" button and the text "No file chosen". At the bottom of the form is a reCAPTCHA widget with an "I'm not a robot" checkbox and a reCAPTCHA logo. A green "Sign up" button is located at the bottom of the form.

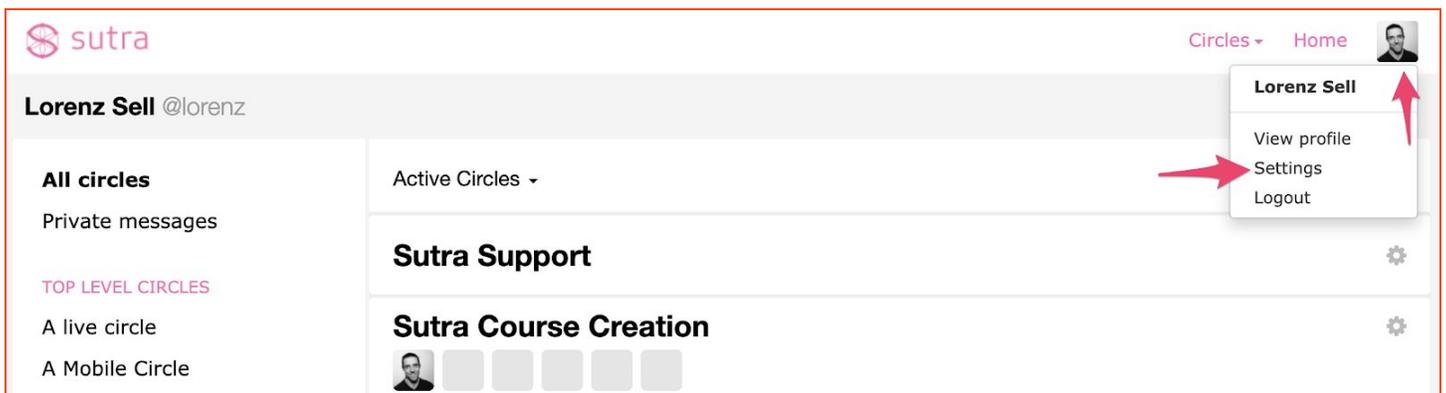
You will then be a part of the online Summit Community Circle, and have access to various Sub-Circles.



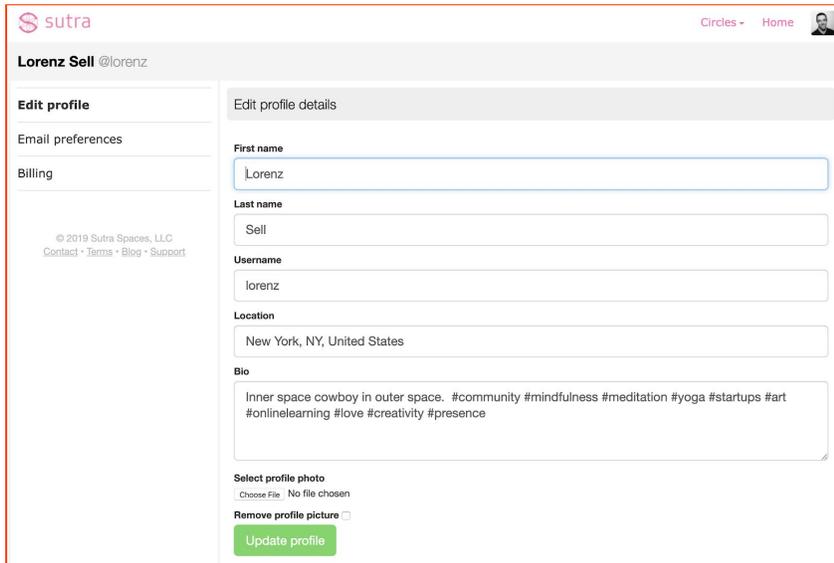
If you provided us with your racial identity during registration for the Summit, you will have access to opt-in to Race-Based Affinity Circles based on what you told us. **If you would like to be able to connect to the Race-Based Affinity Spaces, and you have not already been given access to them according to the race that you identified in your Summit registration, you must fill out the survey pinned in the Welcome Page & General Support Circle to indicate your race,** so that we can place you accordingly.

Setting up your Profile

To edit your profile settings click on your avatar in the top right corner of your screen and select **Settings**



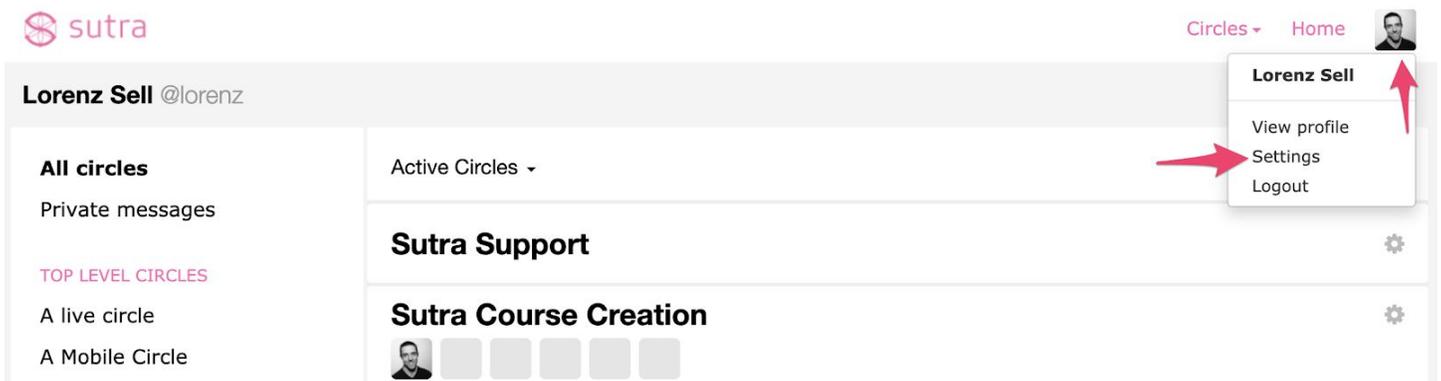
Here you can update your name, username, location, and bio by filling in the fields. We recommend you select a username that is similar to your real name so that people in your circle will be able to recognize you.



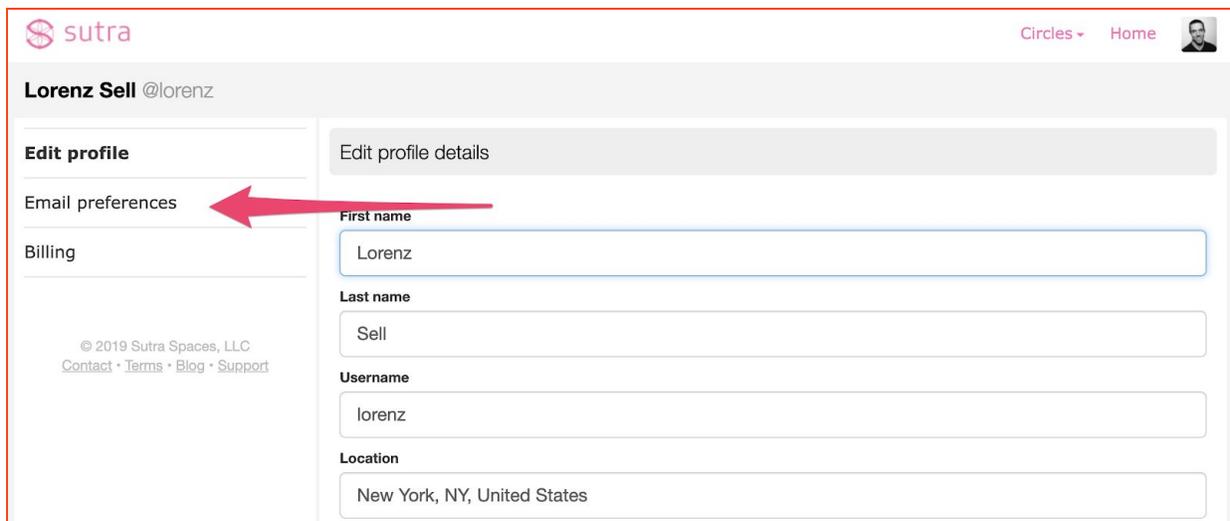
Make sure to add a profile picture by clicking on the **Choose File** button under the **Select profile photo** section. Once you are done click on the green **Update profile** button to finalize changes.

Setting email preferences

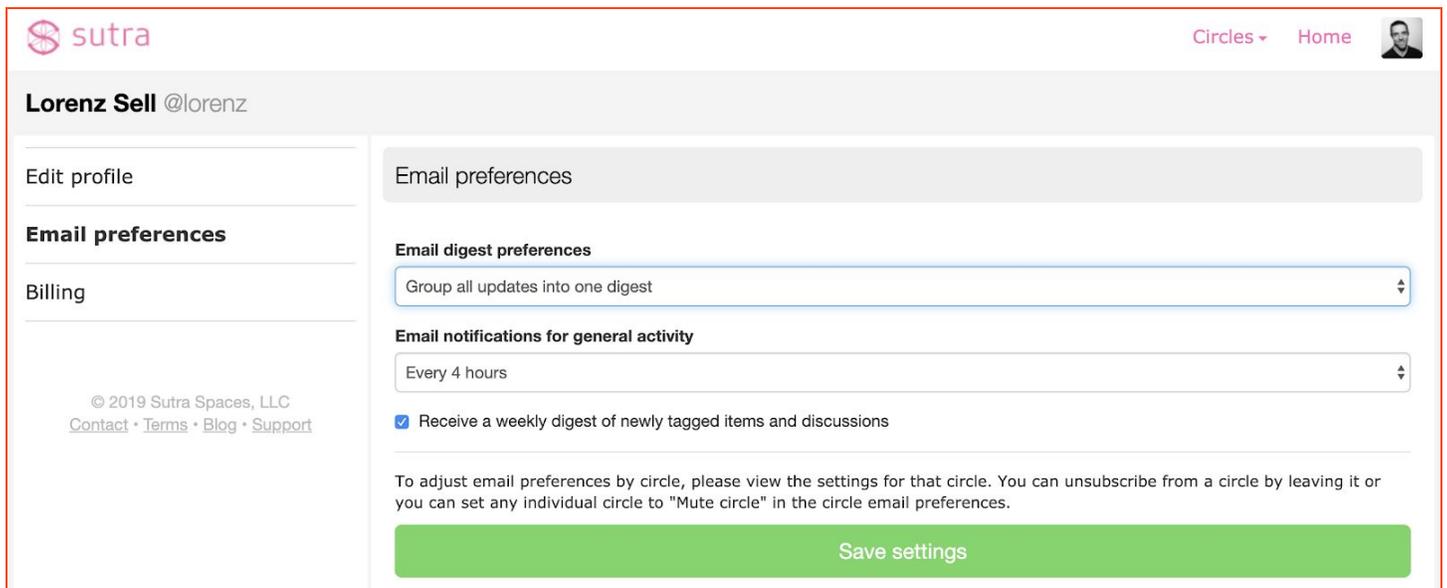
To edit your email preferences click on your avatar in the top right corner of your screen and select settings.



Next click on the **Email preferences** section link in the sidebar.



From here you can adjust your email preferences:



The screenshot shows the Sutra user profile page for Lorenz Sell (@lorenz). The page is divided into a left sidebar and a main content area. The sidebar contains links for 'Edit profile', 'Email preferences', and 'Billing'. The main content area is titled 'Email preferences' and includes sections for 'Email digest preferences' (with a dropdown menu set to 'Group all updates into one digest'), 'Email notifications for general activity' (with a dropdown menu set to 'Every 4 hours'), and a checkbox for 'Receive a weekly digest of newly tagged items and discussions' which is checked. A green 'Save settings' button is at the bottom. The footer of the page includes copyright information for Sutra Spaces, LLC and links for 'Contact', 'Terms', 'Blog', and 'Support'.

Email digest preferences

This option allows you to select between having discussion email updates per circle or having updates digested into one email for all your circles.

Email notifications for general activity

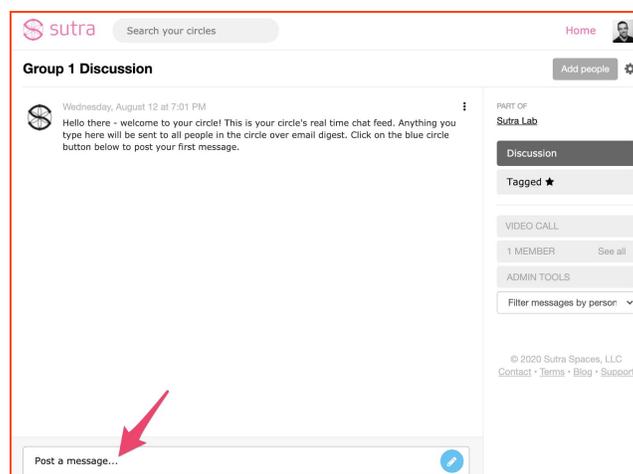
This option allows you to set the frequency with which you will get email updates. The default is once per day.

Email notifications for new circle messages

If your updates are grouped by circle, you will have the option to specify the frequency of updates for new circle messages. If your updates are grouped by digest, then your frequency will be controlled by the frequency of general activity updates above.

Posting in the discussion

You can post a new message by typing into the text input area at the bottom of the page. Type your message in the pop up and then click the green  button.

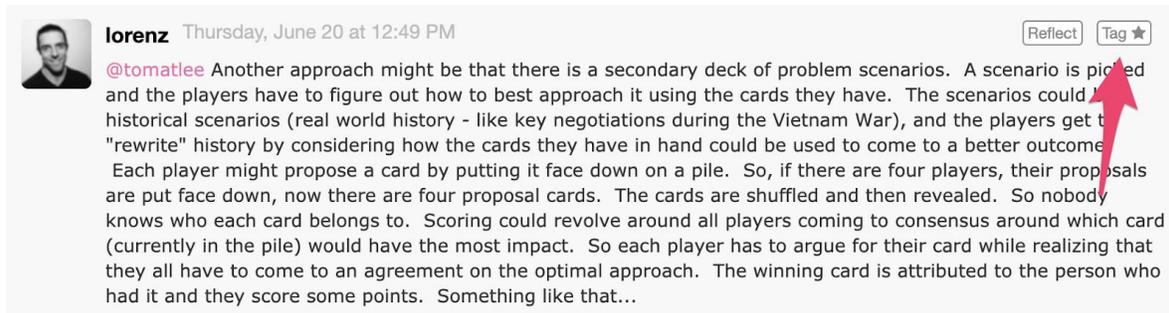


The screenshot shows the Sutra discussion page for 'Group 1 Discussion'. The page features a search bar at the top, a 'Home' button, and a profile picture. The main content area displays a message from Wednesday, August 12 at 7:01 PM, with the text: 'Hello there - welcome to your circle! This is your circle's real time chat feed. Anything you type here will be sent to all people in the circle over email digest. Click on the blue circle button below to post your first message.' The right sidebar includes a 'PART OF Sutra Lab' section with a 'Discussion' button, a 'Tagged' section, a 'VIDEO CALL' section, a '1 MEMBER See all' section, and an 'ADMIN TOOLS' section. At the bottom, there is a text input area with the placeholder 'Post a message...' and a green 'Post' button. A red arrow points to the 'Post' button.

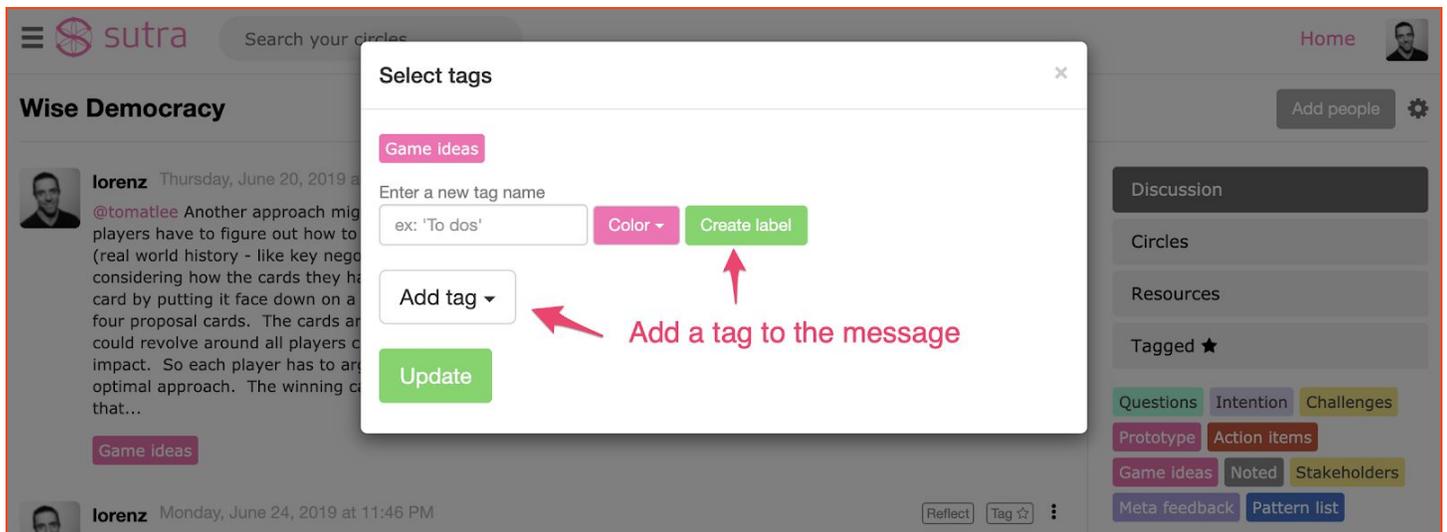
If you want to direct a message to a specific person, you can mention ("@") their username like so: @natasha.

Tagging messages

One of Sutra's most unique features is the ability to tag other people's posts. Tags let you save and organize what people share in the discussion feed. Often, someone will say something interesting or insightful, and a few days later the comment is so far back stream that it's pretty much lost. How do you save that and somehow make it available for future reference? Tags are designed to help you solve this problem.



When you click on the "Tag" button next to each message, you'll see a pop up with an option to add tags to organize it. You can tag other people's messages as well as your own.



Now you can zoom in on all the posts tagged with your tag by clicking on the colored tag or clicking on the **& 3310** tab in the sidebar.

